DOCUMENT RESUME

ED 455 746 HE 034 219

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TITLE	The Academic Deanship: Individual Careers and Institutional Roles. The Jossey-Bass Higher and Adult Education Series.
ISBN	ISBN-0-7879-5350-4
PUB DATE	2001-00-00
NOTE	299p.
AVAILABLE FROM	Jossey-Bass, 350 Sansome Street, San Francisco, CA 94104-1342 ($33). Tel: 888-378-2537 (Toll Free); Fax: 800-605-2665 (Toll Free); Web site: http://www.josseybass.com.
PUB TYPE	Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	*Academic Deans; *College Administration; *Deans of Students; Employment Qualifications; Higher Education; Instructional Leadership; *Job Skills

ABSTRACT

This book provides new and aspiring academic deans with a guide to the complex tasks of assuming and managing the role of dean. The guide contains information on approaching the new job and outlines the skills and duties required of a dean. The chapters are: (1) "The Map and the Crossword: Ways To Think about Being a Dean"; (2) "What IT Takes To Be a Dean"; (3) "Finding the Right Position"; (4) "The Shift to the Dean's Office"; (5) "Balances of Power"; (6) "Departments, Programs, and Their Leaders"; (7) "Planning"; (8) "Budgets and Resources"; (9) "Faculty Development"; (10) "The Dean's Role in Academic Programs"; (11) "Working with Students"; (12) "Legal Issues and Other Special Challenges"; (13) "The Provost"; (14) "Other Deans and Directors"; (15) "External Relations"; and (16) "Beyond Deaning: Building a Balanced Career." (Contains 90 references.) (SLD)